

## 2008 SUMMER RESIDENTIAL GOVERNOR'S SCHOOL (SRGS) ACADEMIC PROGRAMS AND MENTORSHIPS PROCESS GUIDE FOR PRIVATE SCHOOL ADMINISTRATORS

The 2008 Summer Residential Governor's School (SRGS) selection process is consistent with the mission of the Virginia Department of Education (VDOE) to provide eligible students in the Commonwealth fair and equitable access to programs and services, and to allow for greater decision making at the local level. The process continues to guarantee representation in the SRGS while providing equitable participation to accredited private schools through their regional cooperatives. All information, applications, and nomination report forms are available at the following Web address:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The 2008 Summer Residential Governor's School (SRGS) selection of nominees from private schools will continue to be conducted by the private schools regions and the VDOE. However, the number of regions has been reduced from nine to seven, representing a 2007 agreement among the VDOE, the Virginia Council for Private Education (VCPE), and the Virginia Association of Independent Schools (VAIS). In an effort to assist the private secondary schools with the regional SRGS selection process, the VDOE has identified contact persons who will facilitate the regional process. Where the regional coordinator has yet to be announced, VCPE and VAIS personnel will be assisting the region in determining a coordinator. Please refer to **ATTACHMENT A** for the names and contact information for these individuals and a listing of private schools by region.

As in past years, schools are encouraged to recognize the steps involved in the selection process and to establish dates for the submission of the various parts of the academic and mentorship applications in a manner that meets the region's needs. Each regional coordinator is encouraged to provide all schools assigned to the specific region with information regarding the application submission process and meeting dates and locations. The VDOE works with the private school regional coordinators as the primary contacts for all information.

This administrative guide has been developed to assist counselors and others who are working with current sophomores or juniors who wish to apply for the agriculture; humanities; life sciences and medicine; mathematics, science; and mentorship programs.

**NOTE: A separate application now exists for students wishing to be nominated for the SRGS mentorships.**

The guide outlines the specific process for the Academic Programs and Mentorships from pre-nomination through completion of the summer program. Additional information is available at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The rewards of attending a residential Governor's School are great, but the effort needed to complete the application process can be challenging. The work of students, parents, teachers, counselors, school administrators, and central office administrators is deeply appreciated.

Because many schools do not have school-based gifted education teachers, the secondary school counselor is a vital person in the application process. He or she may be the one person in the building with access to the required records and who also knows the student. Private school students should consult the school counselor throughout the process and honor all deadlines established by the counselor.

## DEFINITION OF TERMS

Applicants	Students are classified as applicants throughout the school and regional selection processes.
Nominees	Applicants are classified as nominees if their applications are selected by the regional selection committee to be submitted to the VDOE.
Regional Coordinator	The designated contact person within the region who is the final authority within the region for problem solving with the VDOE.
Academic Programs	The academic programs available for students include agriculture; humanities; life sciences and medicine; mathematics, science, and technology; and mentorships in engineering (NASA.NIA) and marine science (VIMS). <b>Students accepted to mentorships at NASA.NIA, VIMS, or the academic program Life Sciences and Medicine must have access to a personal computer during the Governor's School. Private schools will be asked to assist students in securing laptops for summer use, as necessary.</b>

## **BRIEF DESCRIPTION OF THE PROCESS**

#	COMPONENT	DESCRIPTION	TIMELINE
1	Dissemination of Information	Each head of private school is responsible for disseminating the pertinent information from this document as early in the school year as possible. At the same time, the regional coordinator will disseminate dates for applications, and the timeline for student deadlines in this process.	October 2007
2	Confirm Participation with Regional Coordinator	Each head of school or other administrator is responsible for confirming his or her school's intention to participate in the regional review of applicants by contacting the regional coordinator.	October 2008
3	Criteria for Eligibility	Each private school is responsible for ensuring that all nominees meet the established criteria for application to the Governor's School academic program and mentorships. Coordinators are required to sign each application to indicate that each nominee submitted is eligible for the program.	October 2007
4	School Selection Process	School selection committees meet in January or February to determine which candidates to send forward for the regional selection process.	January – February 2008
5	Regional Selection Process	Regional selection committees meet in late January/early February to determine the nominees for each Governor's School. <b>Each application must be ranked.</b> No two applicants may share a rank.	January – February 2008
6	Regional Nominee Submission Process	<b>5:00 p.m. on February 20, 2008 - DEADLINE</b> for information on the nominees to be submitted in electronic format and the actual completed applications postmarked and mailed to the following address: Summer Residential Governor's Schools Office of Middle/High School Instruction Virginia Department of Education 101 North 14 <sup>th</sup> Street, Richmond, Virginia 23219 OR P.O. Box 2120, Richmond, Virginia 23218-2120 Schools shipping applications by a carrier other than the USPS must use the street address.	February 20, 2008

#	COMPONENT	DESCRIPTION	TIMELINE
7	VDOE Selection Process	Final selection for participation in the Governor's Schools is dependent on the strength of the application, local ranking, and the needs of the specific program. Consideration must be given to dormitory space, geographic balance within the Commonwealth, and other factors.	February – April 2008
8	VDOE Student Notification Process	In <b>mid-April</b> students will receive letters concerning the status of their applications. Nominees will either be invited to attend a program or will be designed as alternates. Prior to the mailing of these letters, head of private schools and regional coordinators will receive lists indicating the status of individual nominees.	Mid-April 2008
9	Payment Process	Private schools will be invoiced in late May for students who have accepted the invitation by May 19, 2008. Revised invoices may be sent after the first day of the program, indicating students who declined or accepted after the May invoice. Only private schools with membership changes will receive revised invoices. Private school payments must be made by June 16, 2007, the Monday preceding the first day of these programs	May – June 2008
10	Process Completion	Copies of applications must remain on file in the private school until August 15, 2008. At that time, applications should be shredded.	August 15, 2008

## DETAILED PROCESS INFORMATION FOR ACADEMIC PROGRAMS AND MENTORSHIPS

### 1. DISSEMINATION OF INFORMATION

- Each private school regional coordinator is encouraged to provide all high schools with information regarding the application submission process. Private school administrators should establish and publicize dates for the submission of the various parts of the academic and mentorship applications in a manner that meets the needs of the students.
- The Governor's School process begins as **tenth- and eleventh-grade students** return to school. Schools must publicize information about the Summer Residential Governor's Schools to all tenth- and eleventh-grade students and may not restrict information about the program to students enrolled in advanced classes or those recommended solely by teachers.
- Each private school must not discriminate upon the basis of religious conviction, race, gender, age, national origin, disability, or parent/guardian occupation.
- Each school submitting applications for the regional nomination process must be accredited by an appropriate accrediting organization. For further information contact the Virginia Council for Private Education at [www.vcpe.org](http://www.vcpe.org).
- Private schools are responsible for the local share of the tuition costs for any student nominated. The local share for private schools is 50 percent of the tuition costs.

**NOTE:** Students whose parent or legal guardian resides in Virginia and who attend private schools outside of the Commonwealth may also be nominated for Virginia's Summer Residential Governor's Schools if they meet all other eligibility requirements. Such students must contact the Office of Middle/High School Instruction at [SRGS@doe.virginia.gov](mailto:SRGS@doe.virginia.gov), or at 804-225-2651, for more information. Students may access applications and other information at the following Web address:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

## **2. CRITERIA FOR ELIGIBILITY**

The school shall provide an application to any student who meets the eligibility criteria listed below. Schools are strongly encouraged to review the selection criteria with students and to assist them in recognizing the competition they face at the state level. The following criteria shall be met for a student to be eligible for consideration for a Governor's School academic program or mentorship:

- For the **academic programs and mentorships**, a student may have been identified as gifted by the private school. *The Regulations Governing Educational Services for Gifted Students* (8 VAC 20-40-50, Criteria for Screening and Identification) defines the areas in which public school students may be identified as gifted. If a student has been identified through a private school identification process, the score on the achievement or aptitude/ability measure used in the identification process may be used as one of the two norm-referenced test scores required. The second required score must come from a norm-referenced achievement or aptitude/ability measure administered within the past three years. For a list of suggested measures and publishers, please refer to **ATTACHMENT B**.
- A student shall be neither a current applicant to a 2008 Governor's Foreign Language Academy, nor a former participant in these programs. **A student may attend only one Foreign Language Academy or Summer Residential Governor's School program during his or her high school career.**
- A student who participates in one of the 18 Academic-Year Governor's Schools or who has participated in one of the 20 Summer Regional Governor's Schools **MAY** apply.
- A student shall be genuinely interested in attending the Governor's School and have the emotional maturity, stability, and self-discipline to live away from home for an extended period.
- A professional who knows the current academic ability and strength of the student in the selected area shall recommend the student.
- A student must be eligible for a free, public education in the Commonwealth of Virginia.

## **3. INTENT TO PARTICIPATE**

Each private school may select applicants for the academic programs and mentorships. It is important that private schools wishing to participate in this process contact the regional coordinator as soon as possible to confirm their intention to participate. Contact information for the seven regional coordinators is provided in **ATTACHMENT A**.

## **4. SCHOOL SELECTION PROCESS**

### ***Committee Process***

The regional coordinator, based on guidance provided, will determine the number of applicants a school may submit to the regional selection committee. These applicants become part of the region's applicant pool from which nominees will be selected. The number of nominees a private school region may submit is determined by the VDOE (see **ATTACHMENT A**), based on the enrollment of eligible students in the region's schools.

Each school may convene a committee to consider applicants from the school. Schools should consider including school counselors, educators and/or professionals knowledgeable in each of the academic program disciplines, and persons

with expertise/experience in gifted education on its selection committee. Each school sends the completed, original application (with attached documentation of test scores, grades, and level of course difficulty) for each applicant to the regional selection committee according to the schedule established by the regional coordinator. Transcripts and other supporting documentation not specifically required in the application should not be sent to VDOE with the nominee's original application.

## **5. PRIVATE SCHOOL REGIONAL SELECTION PROCESS**

### ***Number of Nominees***

The number of nominees a private school region may submit is determined by the VDOE (see **ATTACHMENT A**) based on the enrollment of eligible students in the region. The number of nominees a region may submit to the VDOE is given on **ATTACHMENT A** for the following groups:

- Total academic nominees (humanities; life sciences and medicine; mathematics, science and technology; or mentorships); and
- A separate total nominees for agriculture.

### ***Committee Process***

Each private school sends the completed, original application for each applicant to the regional selection committee. The regional selection committee must receive applications by the deadline established by the regional coordinator. After receiving applications from each participating private school with the test score, course, and grade information attached to each application, the region selects its nominees.

The regional selection committee will consider the pool of local applicants and select its nominees. The principal or headmaster or his or her designee from each participating school is responsible for determining who will serve on the regional selection committee. The regional coordinator should announce the date and location of this meeting and all participating schools should receive written notice of the meeting. The regional coordinator should provide VDOE with the time, date, and location for the meeting as well.

The VDOE suggests that the regional selection committee consist of secondary school counselors, educators and/or professionals knowledgeable in the academic program disciplines, and persons with expertise or experience in gifted education. The members of the selection committee should represent as many of the schools as possible and should include administrators/teachers who have knowledge about the Governor's Schools.

**ATTACHMENT C**, Scoring Guidelines, provides guidance on evaluating student career highlights, essay, and teacher narratives. Selection of nominees should be based on the student's ability to handle the academic components of the program, understanding of the program expectations, social and emotional maturity, and genuine interest and willingness to participate fully in the program. Nominees should be broadly representative of the racial and gender composition of the region.

### ***Competing the Applications***

The regional selection committee must determine the total score for each applicant by using the academic scores form. This form is available online at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

The VDOE will check the computation of teachers' rating scales, narratives, essays, and final scores as part of its process. Applications received by the VDOE with incomplete scores will be returned to the regional coordinator for completion. The student will not be considered for any position until all scoring is complete and the application is resubmitted.

Each student's application should also indicate the names, titles, and schools of the regional selection committee members and other signatures as indicated on the Division/Region Signatures form. This form is also available at the previously provided Web site. The regional coordinator's statement acknowledges that the student's attendance and discipline records have been reviewed and that the nominee is worthy to represent his or her region. **The regional coordinator shall retain a copy of each application until August 15, 2008.** These applications may be requested by the VDOE or by the director of the Governor's Schools, if the student is selected to attend.

All decisions of the regional committee are final. The VDOE does not have jurisdiction over the decisions made at the local level, unless it is shown that the local selection did not adhere to the requirements outlined in this document.

## **6. PRIVATE SCHOOL REGIONAL NOMINEE SUBMISSION PROCESS**

### ***Ranking Nominees***

Once the regional selection committee has identified its academic program and mentorship nominees, those nominees must be ranked in one collective ranking system, regardless of the program selected. In other words, the AG, HUM, LSM, MST, NASA.NIA, and VIMS nominees form one ranking pool, separate from the visual and performing arts (VPA) nominees. In the case of multiple students with the same score, the committee must assign a different rank to each student. **Students may share the same score, but not the same rank.** This ranking is required to enter students into the Nomination Report.

### ***Submitting the Nomination Report***

Nomination information will be submitted to the VDOE via a specific Web site. The VDOE will provide authorized regional coordinators with user names and passwords for access to Single Sign-On for Web Systems (SSWS). Individual private school personnel will not have access to SSWS. Only authorized users will be able to open the 2008 Summer Residential Governor's School Nominations Report. The Nomination Report form will be available beginning Friday, February 1, 2008, at the following Web address:

<https://p1pe.doe.virginia.gov/ssws>

The first page of the academic application, which now must be keyed by the student to ensure accuracy and legibility, includes all student information needed to complete the nominations report. The first screen, after successful login, will show the region's quotas for academics and agriculture. These totals will adjust automatically as students' program choices are entered. Users should click on the "Add Nominee" button to the right of the academic quotas to start entering student data. The user will be notified when he or she attempts to nominate a student where the region's quota has been filled or where the rank has been duplicated. Users will have the ability to edit or delete data for nominees after they have been entered.

A new feature on the nomination report has been incorporated this year. The program now includes a block on non-Virginia ZIP codes. If the student's address does not include a valid Virginia ZIP code, the student's information will not be accepted by the nomination program. Such student's eligibility will need to be confirmed at the local level and a valid Virginia address will be required before the program will accept the nominee.

Once **all nominee information, including all VPA and academic program and mentorship nominees, has been entered**, the user should click on "Verification Report," shown on the screen's left blue bar. This report requires Adobe Acrobat® to be read. If the user's computer does not have that software, it may be downloaded without charge from the following Web site:

[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

Users should save the verification report to their computers, and print a copy for signature. The verification report must be printed after all nominees are entered in order to indicate the correct number of students for whom tuition certification must be sent from the heads of the private schools. Private schools indicate, through the signed tuition certification (**ATTACHMENT D**), that **they are guaranteeing tuition for all students nominated**. The region's nomination report is instantaneously transmitted to the VDOE. The second and subsequent pages of the region's verification report list pertinent information about its nominees that has been transmitted to the VDOE. If the user has an interruption during the online submission process, submission of the data will not be lost. Further information and specific step-by-step instructions will be posted to the following Web site and sent via e-mail to all regional coordinators by February 1, 2008:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

### ***Submitting Applications to VDOE***



The regional coordinator mails originals of the applications for the selected nominees along with the Tuition Certification signed by the appropriate head of the private school nominating each student to the VDOE. Only materials required by the VDOE will be accepted. Transcripts, student resumes, and pictures should not be included in the submitted application.

**IN ORDER TO BE CONSIDERED, all materials must be packed in the order indicated on the verification reports and be postmarked by 5 p.m. February 20, 2008. NO EXCEPTIONS WILL BE MADE. SUBMIT ORIGINAL COMPLETED APPLICATIONS TO THE FOLLOWING ADDRESS:**

2008 Summer Residential Governor's Schools  
Office of Middle/High School Instruction  
Virginia Department of Education  
101 North 14th St., Richmond, VA 23219  
OR

P.O. Box 2120, Richmond, VA 23218-2120

Schools shipping applications by a carrier other than the USPS must use the street address.

**NOTE:** School counselors must provide written information to students who applied but who were not nominated indicating that their applications were not sent to the state for consideration and that they will not receive any communication from the state in mid-April 2008. Schools may be asked to provide this list to the VDOE.

## **7. VIRGINIA DEPARTMENT OF EDUCATION'S SELECTION PROCESS**

The VDOE receives and processes all required materials **postmarked by February 20, 2008**. Final selection for the academic program participants is made by the VDOE and the program directors, and those decisions will be based on the strength of the student's application, ranking, needs of the program, and the guaranteed place for each private school region.

Final selection for mentorship participants is made by the program and/or site directors and those decisions are based on the strength of the student's application, program needs, and the availability of mentors. No private school region is guaranteed that a student will be accepted into a mentorship.

**NOTE:** Each region is guaranteed one representative in an academic program or mentorship. However, due to the limited number of mentorships, a region that submits nominees only for mentorship programs may not be represented in the 2008 program.

## **8. VIRGINIA DEPARTMENT OF EDUCATION'S NOTIFICATION PROCESS**

Each nominee will be sent a letter regarding his or her application status by mid-April 2008. Prior to the mailing of letters to all nominees, the head of private schools and the regional coordinator will receive a status list indicating "invited" or "alternate" status for individual nominees. At this point, all students are listed as "invited" or "alternates." Private school gifted education coordinators are welcome to share this information with the nominees and the individual private school. Each student's letter will be sent directly to the home address indicated on the nomination report and nominee's application.

## **9. PAYMENT PROCESS**

Private schools will be invoiced in late May for students who have accepted the invitation to attend as of May 19, 2008. Schools may receive a revised invoice after that date, indicating students who declined or accepted after the May invoice. Only those schools with changes will receive revised invoices. Payment for private school students is due by June 16, 2008, the Monday preceding the first day of these programs.

Tuition for the academic programs will not exceed the amounts shown below. This or a lower amount will be used to determine the private school's share of academic program costs:

Program	2008 Tuition	Private School Portion of the Tuition
Agriculture (AG)	\$2,000	\$1,000
Humanities (HUM)	\$1,742	\$ 871
Life Sciences and Medicine (LSM)	\$2,667	\$1,334
Mathematics, Science, and Technology (MST)	\$1,472	\$ 736
Mentorships in Engineering and Marine Science (NASA.NIA or VIMS)	\$2,947	\$1,474

#### **10. PROCESS COMPLETION**

Applications must remain on file until August 15, 2008. At that time, applications should be shredded.



**ACADEMIC AND MENTORSHIP PROGRAMS  
IMPORTANT DATES  
2007-2008**

October 2007	Dissemination of information to students begins the process.
October 2007 - February 2008	Criteria for eligibility are considered for each student who plans to apply. Criteria are reviewed before applications are submitted.
January-February 2008	School selection process takes place.
January-February 2008	Date determined by regional coordinators as deadline for schools to submit completed applications to the regional selection committee.
January-February 2008	Private school regional selection process takes place.
February 1, 2008	Summer Residential Governor's School Nominations Application will open through VDOE's SSWS.
February 20, 2008	Private school regional nominee submission process deadline for the coordinator to mail original applications and Tuition Certifications signed by heads of private schools to the VDOE and to enter the nominee information on the VDOE's SSWS.
February-April 2008	VDOE selection process takes place.
Mid-April 2008	VDOE notification letters sent to students indicating status of application. Coordinators receive a list of students and their status.
May 2008	Payment process begins with invoices that are sent for students who plan to attend.
June 2008	Payment process continues with adjustments to invoice(s), if necessary.
August 15, 2008	Process is completed when applications are shredded.

**Contact Information**

If you have questions regarding the application, student selection process, submission of the nomination data, or the invoice process, please contact the Office of Middle/High School Instruction at the VDOE at [SRGS@doe.virginia.gov](mailto:SRGS@doe.virginia.gov) or at 804-225-2651.

## ATTACHMENT A

### Regional Contacts for Virginia Private Schools

Schools invited to participate are those currently listed as **accredited** by the appropriate agency as recorded by the Virginia Council for Private Education as of August 21, 2007.

ACAD Quota = Total number of nominees a region may submit for the areas of HUM, LSM, MST, NASA.NIA, and VIMS

AG Quota = Total number of nominees a region may submit for the AG program. Nominees for other academic programs may not use extra slots in this quota.

**NOTE:** In an agreement with the Virginia Council for Private Education and the Virginia Association of Independent Schools, the regional alignment has been consolidated. Please review the map included with this administrative guide to determine the school's regional assignment as of August 21, 2007.

#### Region 1 - Southwest Virginia and Southside Virginia - Craig County east, south, and west to Cumberland, Amelia, Nottoway, and Brunswick

Regional Coordinator: Julie Aavatsmark ([JAavatsmark@northcross.org](mailto:JAavatsmark@northcross.org)), North Cross School, 540-989-7289

ACAD Quota: 6 Nominees

AG Quota: 3 Nominee

Amelia Academy	Hargrave Military Academy	Oak Hill Academy
Brunswick Academy	Holy Cross Regional School	Roanoke Catholic
Carlbrook School	Kenston Forest School	Roanoke Valley Christian
Carlisle School	Liberty Christian Academy	Timberlake Christian School
Chatham Hall	New Dominion School	Virginia Episcopal School
Faith Christian Academy	New Vistas School	Westover Christian Academy
Fuqua School	North Cross School	

#### Region 2 - Western Virginia and Shenandoah Valley (Winchester/Warren south to Covington/Botetourt across to Amherst to Fluvanna north to Louisa and Rappahannock

Regional Coordinator: Joan Barnett ([jbarnett@tandemfs.org](mailto:jbarnett@tandemfs.org)), Tandem Friends School, 434-296-1303 x 323

ACAD Quota: 10 Nominees AG Quota: 4 Nominees

Boys' Home, Inc	Massanutten Military Academy	St. Anne's - Belfield
The Blue Ridge School	Miller School of Albemarle	Stuart Hall
C. F. Richards Jr. Academy	Mountain View Christian Academy	Tandem Friends
The Covenant School	Randolph-Macon Academy	Timber Ridge
Eastern Mennonite High	Seton Home Study School, Inc	Wakefield Country Day School
Fishburne Military School	Shenandoah Valley Academy	Woodberry Forest
Fork Union Military Academy	Shenandoah Valley Christian Academy	

## ATTACHMENT A, continued

### **Region 3 Central Virginia - Fredericksburg, Richmond, Petersburg**

Regional Coordinator: Scott Mayer ([mayers@stcva.org](mailto:mayers@stcva.org)), St. Christopher's School, 804-282-3185 ext. 304

**ACAD Quota: 8 Nominees    AG Quota: 4 Nominees**

Banner Christian School	Fredericksburg Christian High School	Saint Gertrude School
Benedictine High School	Heritage Christian School	St. Catherine's School
Blandford Manor	New Community School	St. Christopher's School
Blessed Sacrament/Huguenot	Northstar Academy	Steward School
The Collegiate School	Richmond Academy	Trinity Episcopal School
Elk Hill Farm	Richmond Christian School	Victory Christian Academy
Fredericksburg Academy	Richmond Montessori School	

### **Region 4 Tidewater - Norfolk, Virginia Beach**

Regional Coordinator: Christine Snow ([csnow@nsacademy.org](mailto:csnow@nsacademy.org)), Nansemond-Suffolk Academy, 757-539-8789

**ACAD Quota: 8 Nominees    AG Quota: 4 Nominees**

Alliance Christian	Chesapeake Bay Academy	Portsmouth Christian Schools
Atlantic Shores Christian	Crawford Day School	Stonebridge
Barry Robinson Center	Greenbrier Christian Academy	Tidewater Academy
Bishop Sullivan Catholic High School	Nansemond-Suffolk Academy	Tidewater Adventist Academy
Broadwater Academy	Norfolk Academy	Virginia Beach Friends School
Calvary Christian School System	Norfolk Christian School	
Cape Henry Collegiate	Norfolk Collegiate	

### **Region 5 Peninsula - Hampton, Newport News, Northern Neck, Williamsburg**

Regional Coordinator: Aaron Hill ([AHill@hra.org](mailto:AHill@hra.org)), Hampton Roads Academy, 757-884-9385

**ACAD Quota: 6 Nominees    AG Quota: 3 Nominees**

Christchurch School	Isle of Wight Academy	St. Margaret's School
Denbigh Baptist Christian School	Our Lady of Walsingham Academy, Upper School	Williamsburg Christian Academy
Hampton Christian School	Peninsula Catholic High School	
Hampton Roads Academy	Southampton Academy	

### **Region 6 Northern Virginia – Fauquier, Stafford, Prince William, Alexandria, Springfield, Manassas**

Regional Coordinator: Cathy Bliss ([cathbliss@comcast.net](mailto:cathbliss@comcast.net)), Seton School, 703-491-9109

**ACAD Quota: 6 Nominees    AG Quota: 3 Nominees**

Bishop Ireton High School	Episcopal High School	St. Stephen's/St. Agnes School
Commonwealth Academy	Islamic Saudi Academy	Word of Life Christian Academy
The Dominion School	Richard Milburn High School	
Emmanuel Christian School	Seton School	

ATTACHMENT A, continued

**Region 7 Northern Virginia – Arlington, Loudoun, Fairfax, Alexandria, and Falls Church**

Regional Coordinator: Tom Opfer ([topfer@paulvi.net](mailto:topfer@paulvi.net)), Paul VI, 703-352-0925 ext. 303

ACAD Quota: 10 Nominees AG Quota: 5 Nominees

Bishop Denis J. O'Connell High School	Highland School	Paul VI High School
Christian Fellowship School	Madeira School	Potomac School
Flint Hill School	Notre Dame Academy	Vienna Adventist Academy
Foxcroft	Oak Valley Center	Wakefield School

**Other Schools**

ACAD Quota: 2 Nominees AG Quota: 1 Nominee

- Appomattox Regional Governor's School for Arts and Technology
- Maggie L. Walker Governor's School for Government and International Studies
- Quantico High School

**ATTACHMENT B**  
**Testing Information**

APTITUDE/ABILITY TESTS		ACHIEVEMENT TESTS	
Cognitive Abilities Test (CogAT)	Preliminary SAT Scoring Service (PSSS) 9 <sup>th</sup> or 10 <sup>th</sup> graders	American College Test (ACT)	Stanford 9 or 10 (SAT 9 or 10)
Kaufmann Brief Intelligence Test (KBIT-2)	Raven's Standard or Progressive Coloured Matrices	Iowa Test of Basic Skills (ITBS)	Terra Nova
Naglieri Non-Verbal Ability Test (NNAT)	Scholastic Aptitude Test (SAT)		
Otis Lennon School Abilities Test (OLSAT)	Wechsler Intelligence Scale for Children 4 <sup>th</sup> ed. (WISC IV)		
Preliminary Scholastic Aptitude Test (PSAT) 11 <sup>th</sup> graders	Woodcock-Johnson Cognitive Abilities Test (W-J)		
Other norm-referenced achievement or aptitude tests with validity and reliability in the assessment of gifted students may be used in the application process.			

**APTITUDE TESTING INFORMATION**

The **Cognitive Abilities Test (CogAT)** Level G or H may be given to applicants and is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

The **Kaufmann Brief Intelligence Test (KBIT-2)** is administered in approximately 20 minutes and is marketed by:

American Guidance Service  
4201 Woodland Road – XT  
P.O. Box 99  
Circle Pines, MN 55014-1796  
800-328-2560  
[www.agsnet.com](http://www.agsnet.com)

The **Naglieri Non-Verbal Ability Test (NNAT)** is administered in approximately 25-30 minutes and is marketed by:

Harcourt Assessment, Inc.  
P.O. Box 708912  
San Antonio, Texas 78270-8912  
800-211-8378  
<http://harcourtassessment.com>

## ATTACHMENT B, continued

The **Otis Lennon School Abilities Test (OLSAT)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **PSAT** is the Preliminary Scholastic Aptitude Test, given twice a year, generally on the second Tuesday in October, when it serves as the National Merit Scholarship Qualifying Test and then on Saturday of that week as just the PSAT. Students may register by mail or online and must be in the eleventh grade to qualify for the NMSQT.

The **PSSS** is the same as the PSAT/NMSQT test given only in the spring of the ninth and/or tenth grade. The scores from this test are not used as qualifiers for the National Merit competition. The cost per student is slightly less than the PSAT. It is administered on any date the school chooses.

The Scholastic Aptitude Test, **SAT**, is given on selected Saturdays throughout the year. Students may register by mail or online. This is the test used by most east coast colleges and universities as an entrance criterion.

The **PSAT**, **PSSS**, and **SAT** are marketed by:

The College Board  
45 Columbus Avenue  
New York, NY 10023-6992  
212-713-8000  
[www.collegeboard.com](http://www.collegeboard.com)

The **Raven's Standard and Progressive Matrices** are marketed by:

Harcourt Assessment, Inc.  
P.O. Box 708912  
San Antonio, Texas 78270-8912  
800-211-8378  
<http://harcourtassessment.com>

The **Wechsler Intelligence Scale for Children (WISC IV)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **Woodcock-Johnson Cognitive Abilities Test (W-J)** is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

## ATTACHMENT B, continued

### ACHIEVEMENT TESTING INFORMATION

The **American College Test (ACT)** is administered on selected Saturdays throughout the year. Students may register online or through the mail. This test is used as an entrance criterion for many colleges and universities.

ACT  
500 ACT Drive  
P.O. Box 168  
Iowa City, Iowa 52243-0168  
319-337-1270  
[www.act.org](http://www.act.org)

The **Iowa Test of Basic Skills (ITBS)** is marketed by:

Riverside Publishing  
4235 Spring Lake Drive  
Itasca, IL 60143-2079  
800-323-9540  
[www.riverpub.com](http://www.riverpub.com)

The **Stanford 10 (SAT)** is marketed by:

Harcourt Assessment, Inc.  
19500 Bulverde Road  
San Antonio, TX 78259  
800-211-8378  
<http://harcourtassessment.com>

The **Terra Nova** has an online administration form and is marketed by:

CTB/McGraw-Hill  
20 Ryan Ranch Road  
Monterey, CA 93940  
800-538-9547  
[www.ctb.com](http://www.ctb.com)

**NOTE:** Information on these pages is not intended to be a comprehensive listing of all possible measures. School counselors are welcome to consider other valid and reliable norm-referenced achievement or aptitude/ability measures.



## ATTACHMENT C

### Scoring Guidelines

#### GUIDELINES FOR RATING STUDENTS' ACTIVITIES, RESEARCH AND HONORS

Students have been instructed to be very specific with regard to the explanation of their activities, honors, recognitions and organization names in this section.

A student should be given 1 or 2 points for each **activity**, sponsored by regional, state, or national organizations, that supports his or her field of interest. One point should be awarded for membership in these activities with a second point awarded for leadership and/or elected office in the activities or organizations. **Only three activities within the past three years may be counted.**

A student should be awarded 1 or 2 points for each **research/study experience** related to his or her field of interest. One point may be awarded for topics and studies that are limited to assignments that are regular parts of the student's curriculum. A second point may be awarded for outstanding accomplishment within the study, completion or pursuit beyond the course requirements, or submission/presentation of the study to a competition, or other activities as deemed appropriate by a majority of the committee. **Only three research/study experiences may be counted.** NASA.NIA and VIMS nominees must demonstrate experience with the research designs used in the Virginia Junior Academy of Science (VJAS) or International Science and Engineering Fair (ISEF) methodologies.

A student may receive 1 or 2 points for up to three **honors or recognitions** they have received based on the criteria established by the local committee.

Record the scores in Part I of the Academic Scores form, available at the following Web site:

[www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS](http://www.doe.virginia.gov/VDOE/Instruction/Govschools/SRGS)

#### GUIDELINES FOR RATING APPLICANT SPEECHES/ESSAYS

The rubric is provided as guidance for the scoring of student essays. Students have a choice of three essay prompts and all essay prompts are equally valued. The rubric provided is based on the Standards of Learning writing rubric. The maximum score for each essay is 6 points per reader. The score is composed of Composition and Mechanics. Scores must be recorded as whole numbers, with the lowest of 0-1 and the highest of 6.

COMPOSITION	0 - 1	2	3	4
Central Idea	Missing	Unclear	Weak	Strong
Elaboration	Unclear	Seldom	Some	Appropriate
Organization	Lacking	Random	Lapses	Logical
Unity	Absent	Many digressions	Some digressions	Unified
Voice	Silent	Absent	Weak	Controlled
<b>Mechanics</b>	<b>0</b>	<b>1</b>	<b>2</b>	
Sentence Structure	Weak	Some variety	Varied	
Usage	Incorrect	Some incorrect	Consistently correct	
Mechanics	Incorrect	Some incorrect	Consistently correct	

Evaluators are asked to record the scores for each reader in Part II of the Academic Scores form.

## ATTACHMENT C, continued

### GUIDELINES FOR RATING TEACHERS' NARRATIVES

1. The regional coordinator may appoint a reading committee to score the teachers' narratives. This committee can be the same one used to score the applicants' essays.
2. Reader(s) should assess each teacher's impression of the applicant and assign a score for each narrative between 1 (low) and 6 (high) based on the following scale:
  - **6 pts.** This student demonstrates superior skills and understanding of all of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **4 - 5 pts.** This student demonstrates excellent skills and understanding in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **3 pts.** This student demonstrates adequate skills in most of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **2 pts.** This student demonstrates moderate skills in the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
  - **1 pt.** This student demonstrates few skills in any of the following behaviors: ability to work cooperatively and meaningfully in groups; openness to diverse and new experiences; goals for academic growth; creativity; and intellectual and social maturity.
3. Record the scores in Part III of the Academic Scores form.

## ATTACHMENT D Instruction

### INSTRUCTIONS FOR COMPLETION OF THE HEAD OF SCHOOL TUITION CERTIFICATION

Using the template on the next page, please add the names of your school's nominees for the 2008 Summer Residential Governor's Schools and their program selection and then run the first page of ATTACHMENT D on **school letterhead and have it signed by the head of school**. His or her name should be typed at the FROM: line. Please provide the completed form to the regional coordinator, indicated in ATTACHMENT B for submission with materials by the deadline of February 20, 2008, or the form may be mailed directly to the address indicated on the memorandum.

## ATTACHMENT D

### Head of School Tuition Certification

February 20, 2008

TO: Governor's Schools and Gifted Education  
Virginia Department of Education  
Office of Middle and High School Instruction  
P.O. Box 2120  
Richmond, VA 23218-2120

FROM: \_\_\_\_\_  
**Head of School**

SUBJECT: 2008 Summer Residential Governor's School Tuition Certification

I hereby certify that the student(s) listed below is (are) qualified and genuinely interested in attending the specific Summer Residential Governor's School indicated. I further certify that this private school guarantees funding for the student(s) as its nominee(s) to the 2008 Summer Residential Governor's Schools program. I understand that this school will be invoiced in late May for the tuition for these students and that payment, to the Virginia Department of Education, Budget Office, P.O. Box 2120, Richmond, VA 23218-2120, is expected by June 16, 2008.

Name of Nominee	Nominee's Program Choice

\_\_\_\_\_/\_\_\_\_\_  
Signature of Head of School Date